

Name: \_\_\_\_\_

**GEO Hours Tracking Form**

Department: \_\_\_\_\_

FTE: \_\_\_\_%

**AY 2017-2018**

Job: \_\_\_\_\_

**TA Job Duties According to the 2015-2018 GEO Contract:**

Article II, Section B: "Teaching assistant duties include, but are not limited to, duties primarily in support of instruction and educational services such as: leading discussion sections; leading class discussions; holding lectures; the design of course materials; exam preparation; proctoring and grading assignments or exams; holding office hours; note-taking; meeting special needs of students with disabilities; and/or any other educational activity or service provided.

**Remember! Work Duties May Include:**

- ✓ Meetings with supervisors
- ✓ Meetings with colleagues
- ✓ Creation of class materials (tests, writing assignments, in-class exercises, answer keys, etc.)
- ✓ Review sessions
- ✓ Film screenings
- ✓ Field trips
- ✓ Photocopying
- ✓ University paperwork
- ✓ Proctoring exams and assignments
- ✓ Filling in for colleagues and professors
- ✓ Note taking
- ✓ Meeting special needs of students with disabilities
- ✓ Required training
- ✓ Office hours even if students don't attend!
- ✓ Appointments with students
- ✓ Any other educational or activity or service provided

Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								

Name: \_\_\_\_\_

**GEO Hours Tracking Form**

Department: \_\_\_\_\_

FTE: \_\_\_\_%

**AY 2017-2018**

Job: \_\_\_\_\_

Week	Tasks	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Total
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Prep Time/Research								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								
	Grading								
	Class Time								
	Office Hours								
	Meetings								
	E-mail/Telephoning								
	Other Duties								
	<i>Daily Total</i>								

**Minimum Stipends for AY 2017-2018**

50%, Two Semesters = \$18,065.00

50%, One Semester = \$9,032.50

25%, Two Semesters = \$9,032.50

25%, One Semester = \$4,516.25

**Appointment Percentages**

67% = 26.6 hours/week

50% = 20 hours/week

33% = 13.3 hours/week

25% = 10 hours/week

Are you working more hours than your appointment percentage? Contact the GEO at [geo@uic-geo.net](mailto:geo@uic-geo.net) or 312-733-9641 immediately!